

FAQs for FAI Classroom Registration

Q: Is this the complete list of classes for 2006?

A: This is a list of those classes for which contracts have been awarded. It is our plan to add more classes to the 2006 calendar when possible.

Q: Who can process registrations for my agency?

A: The Acquisition Career Managers (ACMs) for each agency will be the point of contact for registration. Employees and Supervisors contacting the Registration Team can be given course information, but they will be referred to their ACM to process the registration.

Q: Why are the ACMs tasked with registration?

A: By having the agency ACM process the registration, several things are accomplished. First, this process ensures that the participants who are registered are both eligible for the class selected and that it is applicable to their needs. It also allows the agency to prioritize the participants' attendance by need and availability and it provides a concentrated focus on meeting the agency's allocated number of seats in 2006. In addition, the ACMs can work in-house with participants to ensure they are adequately prepared to attend the course.

Q: How do the ACMs register participants?

A: ACMs will register participants by emailing information to fairegistration@sra.com.

Q: What information is necessary to register a participant?

A: The following information is necessary:

- Participant Name
- Position
- Agency
- Email Address
- Office Phone Number
- Supervisor Name & Email
- Course Name
- Location
- Start Date
- Is ADA Compliance Necessary? If so what type?
- Comments and/or questions

Q: What is the follow-up we can expect?

A: Once the information is received FAI will confirm the enrollment, or contact the ACM regarding the need to reschedule or wait list the participant, within 3 business days. The confirmation email will be sent to the participant, and the ACM will be copied.

Q: How were the seat allotments calculated?

A: The seat allotments, or quotas, were established by:

- Reviewing agency demographics, such as the number of procurement professionals.
- Reviewing the 2005 Training Survey results to establish the number of requests per agency.
- Balancing weighted factors, such as agency size, need.

Q: Is the quota a fixed number?

A: No. The seat allotment was established to ensure a fair and equitable distribution of available seats to all agencies for the first series of courses scheduled. But it is not a number that cannot be revised. For some agencies there may be a few more seats allotted than are needed. For others, additional seats may be necessary. Changes to agency need may impact the allotments. The addition of other course offerings will increase the allotments per agency.

Q: What do I do if a participant needs to cancel or reschedule?

A: Whenever possible, FAI should be notified as soon as possible, or at least 10 business days prior to the course start date, that a participant needs to cancel or reschedule. FAI will work with your agency to get the participant into the next offering that fits his/her needs.

Q: Is there a wait list for classes?

A: Participants can be put on a wait list for a particular class. The wait list will be run on a first request/first provision basis. If a participant is on the wait list and a seat becomes available, the participant and ACM will be notified immediately that the participant may attend the course. If the participant no longer wishes to be in that class, the next participant on the list will be notified. It is strongly recommended that participants not depend on a wait list enrollment being fulfilled. The optimal procedure would be to register the participant for the second choice of courses and join the wait list for the first choice course.

Q: Where are the classes located, and what time do they start?

A: Locations for classes on the current training calendar are still being identified. After the awards were made the week of March 6th, the vendors started confirming the class locations. They will compile a list and provide it to us in the next few days. FAI will update the Master Calendar as additional information becomes available. Classes will start at 8:00 AM local time.